



**JOB DESCRIPTION:
President & Chief Executive Officer**

SUMMARY

The President of Disciples Home Missions (DHM) is a visionary, faithful, and transformative leader called to engage the staff and Board of DHM to effectively resource local congregations and regions within the Christian Church (Disciples of Christ) in the United States and Canada. DHM partners by providing congregations and regions resources for education, evangelism, advocacy, leadership development, search and call for ministry, hands-on mission opportunities and congregational transformation.

The President serves as the Chief Executive Officer of DHM, and, as such, is accountable to the Board of Directors and facilitates an intentional connection between the Board and DHM staff. The President supervises all executive/program level staff of Disciples Home Missions and the administrative and support staff to the Office of the President.

ESSENTIAL DUTIES RESPONSIBILITIES

Organizational:

- Oversee program, leadership development, and congregational vitality resources for congregations and Regions by the DHM staff.
- Build strategic partnerships within the programmatic functions of the wider church through collaboration, covenant, and intention
- Provide intentional leadership in partnering with DHM staff and ministry partners to create awareness, understanding and resources to educate the Church about the Merger Agreement with the National Convocation
- Nurture relationships of DHM with its ministry partners for strategic outcomes
- Provide oversight, strategic planning, monitoring and execution of the fiscal budget
- Execute Board directives with due diligence regarding the operational and fiscal management of DHM
- Support, coordinate and expand relationships among new and existing donors

Leadership

- Serve as a visionary leader: imagining and shaping the mission and vision of DHM while partnering with DHM staff and Board to create and share innovative programming throughout the Christian Church (Disciples of Christ)

- Serve as a spiritual leader: providing pastoral care and presence with Board, Staff and the DHM community, as appropriate
- Build and lead highly effective staff ministry teams: Facilitate effective communication with staff; supervise and evaluate progress for ambitious, effective, and attainable goals for staff leaders and their teams.
- Support the Merger Staff by intentionally partnering with National Convocation leadership to create a management and oversight process that enables equitable use of their time to resource both the African American constituency and the whole Church.
- Demonstrate and lead the way in dismantling institutional racism, toward the pro-reconciling, anti-racism denominational priority
- Provide leadership to the Board; assist with establishing policies, serve as a resource for recruiting, attracting, and evolving board growth and development

Other Duties and Responsibilities

- Serves as president or vice-president of the United Christian Missionary Society alternating with the President of the Division of Overseas Ministries; participates on the board of Christian Church Services and other committees and duties as required by this position
- Represent DHM across the life of the church, including, but not limited to: Administrative Committee, General Cabinet, General Board, Team Leadership Conference (TLC), National Convocation Board (ex-officio), and the Center for Public Witness & Blessed Tomorrow

QUALIFICATIONS:

Competencies and Characteristics

- Active member of a congregation of the Christian Church (Disciples of Christ)
- Broad knowledge of the Christian Church (Disciples of Christ) and its history, polity, and organizational procedures
- Demonstrated skills to develop, execute and evaluate a strategic plan
- Understanding of diverse Christian traditions, ecclesial trends and working knowledge of contemporary and relevant congregational/regional programs, as well as the challenges and threats facing congregational vitality
- Collaborative skills in ministry to support relationships and programs across the life of the Christian Church
- Ability to lead in a culturally diverse environment
- Demonstrated strong personal faith and ongoing practices of self-care
- Excellent written and oral communication skills
- Knowledge and experience working with ecumenical and interfaith partners

Education, Experience & Training

- Master of Divinity or other seminary degree OR post-graduate degree in Organizational Leadership, Social Work, Leadership Development, or a related field from an accredited seminary and/or university

- If clergy, current standing in the Christian Church (Disciples of Christ); *(It will be required for you to have current Search and Call papers on file with the Office of Ministry.)*
- Ample years as an executive in an organization of the Christian Church (Disciples of Christ) with experience in administration, particularly in a congregation, region, or a not-for-profit, faith-based organization
- Successful leadership with diverse staff, with experience in dealing effectively with people in terms of race, culture, and gender
- Leadership, management, and administrative experience in a faith-based environment as well as business and church operations acumen
- Current Anti-Racism/Anti Bias Training and Boundary Training inclusive of sexual conduct & sexual harassment awareness

Travel

- Significant travel will be expected – approximately 50%. Based on public health recommendations, virtual opportunities are also possible
- This position is in Indianapolis, Indiana. Relocation assistance is available.

Physical Requirements:

- The ability to communicate in person, on the telephone, and via all electronic media.
- Long periods of time sitting in meetings and working at a computer
- The ability to manage a rigorous travel schedule, including managing luggage to 50 lbs.

EEOC Statement

The Division of Homeland Ministries (DHM), dba Disciples Home Missions, is an Equal Employment Opportunity Organization and every effort will be exercised to ensure that employment consideration is given to all persons regardless of race, color, religion, sex, sexual orientation, ethnic origin, age, or handicap. Every effort will be made to employ the most qualified individuals without regard to the above factors.*

**Please note that Disciples Home Missions is a religious organization whose mission is “Equipping Disciples for Christ.” In carrying forth this mission, certain employees, as part of their employment duties will be expected to participate in and assist in religious functions and ceremonies. Disciples Home Missions is committed to be a pro-reconciling/anti-racism general ministry of the Christian Church (Disciples of Christ). In carrying forth this mission, employees, as part of their employment duties, will be expected to participate in pro-reconciliation/anti-racism training.*

TO APPLY FOR THIS POSITION:

DEADLINE: Thursday, March 10, 2022

Send an application package, including:

- **A letter of interest**
- **A current resume or CV**
- **A list of references and contact information, including at least five (5) professional references from a range of individuals who can speak to your capabilities as a faith-based leader.**
- **If clergy, current Search and Call papers must be on file.**

E-mail pdf documents to: DHMsearch@nbacares.org